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Subject: (Optional) Scheduling Annual Leave FROM: George W. Owens Director of Personnel 4x48, NiB TO: (Officer designation, room number, and building) FY A 28 SEP 1989	R	OUTING	AND	RECOR	D SHEET DRA /DEC
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OP-89-0615

SEP 20 1989

MEMORANDUM FOR: Chairman, "E" Career Service

Deputy Director for Administration Deputy Director for Intelligence Deputy Director for Operations

Deputy Director for Science and Technology

FROM:

George W. Owens

Director of Personnel

SUBJECT:

Scheduling Annual Leave

- 1. Each year we receive numerous requests to restore annual leave forfeited because the leave was cancelled due to exigencies of the public business or administrative error. Many employees wait until the end of the leave year to request large amounts of leave, which, in many instances, cannot be approved or rescheduled if an exigency arises. Such situations may be avoided if supervisors monitor the use of leave by their employees and encourage employees to plan ahead.
- I urge you to take the necessary action to have supervisors work with employees to schedule their leave throughout the year to avoid, to the extent possible, the need to cancel approved leave and the need to subsequently request the restoration of the leave which was forfeited. To assist you in this matter, I have asked Component Personnel Officers to conduct briefings for supervisors in their components on the procedures for approving and cancelling leave.

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WGeotge W. Owens

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OP/CAP/PCSD/PR

(23 Aug 89)

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